Covid-19 Project Manager



Project Title	Covid-19 Project Manager
Summary	Join ACF and the team of federal agency partners working to anticipate, identify, mitigate or prevent the human services, non-medical impacts of Covid-19 in AK, ID, OR, WA & 272 tribes.
Country	United States

Project Description

Covid-19 is unprecedented. So is its impact. As a country, we are endeavoring to understanding its health impacts. And, while we are also beginning to see the short-term ramifications of this pandemic in sectors such as commerce, labor, and education; what is still largely unknown - and certainly not yet quantified - is its impact on the human services sector. This internship is within the Administration for Children & Families, which is a division within the Department of Health & Human Services, Region 10, which is comprised of the states of AK, ID, OR, WA and 272 federally recognized tribes within those states. The highly qualified intern would work closely with the ACF Region 10 Emergency Management Specialist and the Regional Administrator to manage all of the Covid-19-related work for which ACF is responsible, both with states and tribes it supports as well as for ACF staff. The primary focus of the internship is the management of a partnership of federal agencies (i.e., Emergency Management, Housing, Labor, Corrections, Transportation, Education, etc.) that are working to proactively anticipate, identify, mitigate or prevent the human services impacts of Covid-19 in the region on states, tribes and grantees of federal programs. The intern would convene and participate in these weekly meetings, document the discussion and proposed actions, and work with the ACF team to take any follow-up action, including, but not limited to, developing strategies, reaching out to additional federal partners, liaising with states and tribal leaders, and reporting to the regional and/or national emergency management bodies. The intern would be responsible for representing ACF at these meetings, reporting updates on flexibilities or waivers issued by ACF programs, as well as reporting back on any federal agency's program updates that impact ACF. The intern would also work with ACF regional leadership on developing and managing return-to-work protocols, requirements, and communication. He/she would liaise with ACF's senior leadership to report on and track guidance from HHS or ACF, and implement such guidance for the region. He/she would develop communication for regional program leadership and staff, as well as develop communication for HHS regional leadership.

Required Skills or Interests

Skill(s)
Data analysis
Economic analysis
Editing and proofreading
Research
Writing

Additional Information

ACF seeks a highly qualified intern who is available between September 2020 through May 2021, for a maximum of 10 hours per week. This project is a fantastic opportunity for someone interested in exposure to multiple federal agencies and development of federal cross-agency prevention strategies. It will also be rewarding for anyone committed to supporting the response of Covid-19, especially in Region 10. For more information about HHS, ACF, or Region 10, please see the various websites.

Language Requirements

None